ROOM REQUEST FORM
(For Student Organizations)

Rush University
Office of the Registrar – AR 440
Telephone: 312-942-5681
Email: Denise_M_Labedz@rush.edu

The student organizing the event should complete the information in both tables and read the policy regarding rooms listed below. You will need the approval of both Student Affairs and your sponsor (if different).

Student Affairs will check to see if the date is available on their calendar and the sponsor should initial this form indicating they are taking responsibility for the event and provide their email.

Student Affairs Approval: Y N (Circle one) Director's or Assist. Director's Initials

Today's Date:	Student Organization:
Student's Name:	Student's Major & Year:
Telephone Number:	Mailbox: Y N Location:
Sponsor's Name:	Extension: Office:

Listed below are the date(s), time(s) and room(s) that the above organization would like to reserve. We understand the policy stated on this form regarding the use of rooms and take full responsibility for the event and the room.

Sponsor's Verification: Sponsor's email:

Date(s)	Time(s)	Room Preference or Group Size	Food	Registrar's Office Confirmation

Policy:
Audio Visual Equipment: The equipment in all classrooms is the property of Media Services and use of this equipment must be cleared through Media Services at 25187 prior to your event.

Serving Food: Serving food is prohibited in most rooms and fire code regulation forbids the use of warming elements. Food can be served in the cafeteria rooms and the Armour Academic Center Auditorium (994). Food may be served in the lobby area of AR 539 and AR 540 provided it does not interfere with classes/activities inside the classrooms. Food served should not require utensils. Examples are pizza and sandwiches. Food is not allowed inside AR 539 and AR 540 and drinks with red dye are not allowed.

Cleanliness: If permission has been given to serve food, all cups, cans, papers etc. must be removed from the classroom/atrium and disposed of in the trash receptacles immediately after the event.

Room Set-up: If the event changes the set-up of the tables/chairs in the room, the tables/chairs must be returned to their original configuration. This does not include the auditorium room 994. If the event requires decorations, the student organization must remove all decorations and tape.

Cancellation: The contact person for the student organization must contact the Office of the Registrar if the event has been canceled or relocated.

Return forms to: *Denise M. Labedz*
Coordinator of Univ. Scheduling
Office of the Registrar
AR 440

Ms. Labedz will indicate on this form the room number assigned and if food will be permitted. The form will be returned to the student and a copy will be sent to the faculty sponsor, Student Affairs and Media Services.

For Registrar's Office Use Only:	**Date Form Received**